



## NEW JERSEY DEPARTMENT OF STATE

### NOTICE OF JOB VACANCY

|                                                           |                                                                                                                                         |
|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>POSTING #</b> STA-2026-013                             | <b>ISSUE DATE :</b> July 24, 2026                                                                                                       |
| <b>TITLE:</b> Model Maker 1<br>Range C16/Title Code 41142 | <b>CLOSING DATE:</b> August 21, 2026                                                                                                    |
| <b>DIVISION:</b> New Jersey State Museum/War Memorial     | <b>SALARY:</b> \$52,308.32 - \$75,954.22                                                                                                |
| <b>LOCATION:</b> Trenton, NJ                              | <b>OPEN TO:</b> State employees who are permanent in a competitive title or a Civil Service Commission-approved non- competitive title. |

**DEFINITION:** The Model Maker 1 at the New Jersey State Museum/War Memorial assists with exhibition/program fabrication and maintenance including, but not limited to, painting; moving and safely installing exhibit panels, casework, graphic panels; changing/positioning appropriate lighting on objects; operating dry mount press; cleaning exhibit casework; ordering and maintaining supplies; driving box truck for object/project transportation; maintaining clean, safe and efficient equipment and workspaces; assisting with rough carpentry; setting up tables, chairs, and other equipment for events, programs and rentals; other related duties to support the mission of the State Museum/War Memorial.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### REQUIREMENTS

**EXPERIENCE:** Three (3) years of experience in work involving elements of carpentry and painting.

Applicant must: be able to safely lift at least 50 lbs; be comfortable with working at heights of up to 26 feet; able to drive a box truck (CDL license not required); and know how to safely use a variety of shop and power tools, including paint sprayers. Applicant must be flexible to adapt to changing needs of Museum exhibitions, programs, rental events and collections stewardship. Training on handling artifacts will be given as needed.

**LICENSE:** Appointee will be required to possess a driver's license valid in New Jersey.

#### IMPORTANT NOTICE

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

**SAME APPLICANTS:** If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B Letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@esc.nj.gov](mailto:SAME@esc.nj.gov), or call CSC at (833) 691-0404.

**AUTHORIZATION TO WORK:** Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations. The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

**AVAILABLE BENEFITS:** As a NJ State Department, Department of State provides a comprehensive list of benefits to the employees. The benefits include, but are not limited to, the following:

- Alternate Work Week\*
- Telework\*
- Deferred Compensation
- Health and Life Insurance with Partial Vision Reimbursement
- Flexible and/or Health Spending Accounts (FSA) & (HSA)
- Benefit Leave Time\* Varies depending on years of service
- NJ Pension Plan (NJ Public Employees' Retirement System - PERS)
- Flexible and/or Health Spending Accounts (FSA) & (HSA)
- Paid Time Off
- 13 State Holidays

\* Pursuant to Department's Policy, Procedures, and/or guidelines

#### FILING INSTRUCTIONS

**APPLICANT INFORMATION:** Forward a cover letter, résumé, unofficial transcripts and employment application electronically to [Employment.Recruiter@sos.nj.gov](mailto:Employment.Recruiter@sos.nj.gov) by 5:00 pm on the closing date. You must include the Job Posting #, and Last Name in the subject line of your email. Employment Application can be found here <https://www.nj.gov/csc/about/publications/forms/pdf/DPF-663.pdf>. Failure to provide all application materials requested may result in your ineligibility.

**RÉSUMÉ NOTE:** Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating its U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility

The New Jersey Department of State is an Equal Opportunity Employer